



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PRECINCT PLANNING TECHNICIAN
SENIOR PRECINCT PLANNING TECHNICIAN

Class No. 003104
Class No. 003105

■ CLASSIFICATION PURPOSE

To prepare and maintain a detailed Geographic Information System (G.I.S.) mapping system using ArcMap and an election data management system for voter record maintenance, parcel/street address maintenance, precinct planning, district coding, and other electoral purposes; and perform related work.

■ DISTINGUISHING CHARACTERISTICS

The Precinct Planning Technician series is a specialized technician class series allocated only to the Registrar of Voters.

Precinct Planning Technician: This is the entry/journey-level class in the series. Under immediate supervision, incumbents provide a broad range of office, technical and specialized support to the election process. Incumbents are gradually assigned projects of expanded scope with less direction as they gain experience and training.

Senior Precinct Planning Technician: This is the lead-level in the series. Under general supervision, incumbents perform the more complex technical mapping tasks and the full range of duties in preparing and maintaining a wide variety of detailed maps and election data records; incorporate thematic mapping capabilities to analyze and make decisions regarding voting locations (polls) for voters; plan precinct boundaries and maintain district boundaries; understand and incorporate into procedures federal, state and local election laws/codes; and provide lead direction to Precinct Planning Technicians, and oversight of temporary election workers and poll recruiters.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Precinct Planning Technician

Essential Functions:

1. Researches, compiles, and reviews street address documents, zip code changes, new subdivisions, and assessor parcel data by using in-house data and information from outside agencies (utility companies, directories, post offices, county/city planning departments).
2. Updates street address records, voter records, poll facility records, and election records in the election management database.
3. Incorporates precinct record data with street and voter data to correct precinct registered voter records.
4. Maintains and updates manual and GIS maps and supporting data files, records and forms.
5. Creates GIS maps for customers by combining tabular information from various databases to address customer needs.
6. Computes fees for maps and various reports based on fee schedules.
7. Provides directions to voters in locating polling places.
8. Assists Senior Precinct Planning Technician in researching poll locations.
9. Prepares election precinct structure.
10. Maintains poll records.
11. Reviews poll facility surveys to determine accessibility in accordance with ADA (Americans with Disabilities Act) requirements.

12. Prepares mailings of various materials, forms, and information to poll owners or representatives.
13. Updates street and voter records in the process of precinct boundary realignment.
14. May develop GIS thematic maps and reports.
15. Assists in creation and interpretation of maps and data necessary to redraw the boundaries of political districts and determines the location and boundaries of census tracts and blocks as required by new decennial census data provided from the US Census Bureau.
16. Performs increasingly difficult clerical and mapping duties.
17. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Senior Precinct Planning Technician

Essential Functions:

All the functions listed above and

1. Trains and leads the work of Precinct Planning Technicians, election workers, poll recruiters in support of electoral functions.
2. Recruits and confirms countywide poll facilities.
3. Oversees the processing of the payroll for poll facilities.
4. Enters poll data and determines correct payment to poll owners and representatives.
5. Completes spreadsheets and pivot tables for verification and analysis by management.
6. Maintains precinct data because of district annexations and detachments.
7. Verifies, clarifies, and determines scope and schedule of projects using assessment codes, mapping scales, voter lists, and parcel maps.
8. Researches, compiles, and considers wide variety of data and information sources including: previous election consolidations, polling locations, vehicular access, population growth potential, voter totals and federal, state, and local election laws/codes, in creating and/or realigning precinct boundaries and developing precinct structure for countywide and special elections.
9. Maintains the GIS Precinct Polygon theme, various project maps and the Election Management System.
10. Maintains the GIS Election theme that produces poll locator maps.
11. Provides voters with a list of the most convenient poll facilities and ballot drop-off information.
12. Provides detailed Field Troubleshooter maps for Election Day.
13. Provides support to the Registrar of Voters division management and office staff by producing reports and maps for administration of election laws and procedures.
14. Handles the most complex/sensitive issues of customer service.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Principles and concepts of election preparation and conduct.
- Operating a G.I.S. workstation and software (e.g. ArcMap).
- Concepts and techniques of G.I.S. (Geographical Information System).
- Federal, state and local election laws/codes.
- Reading and interpreting various maps and tabular data.
- Mapping procedures and conventions.
- Street naming conventions.
- ADA (Americans with Disabilities Act) requirements for accessibility.

- Principles and terminology of property assessment.
- Interpreting a variety of property information and legal documents.
- Data Information Management System (D.I.M.S.) election management software.
- Information management and record keeping.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Senior Precinct Planning Technician (in addition to the above):

- Seagate Crystal Reports software.
- Title searching procedures and techniques.
- Principles/techniques of effective training methodologies.
- Principles/techniques of lead direction and functional supervision.
- Principles of project management.

Skills and Abilities to:

The following apply to both classes:

- Utilize training to analyze visual, statistical, and related data to make logical decisions related to map development and production, election management database revision and special election projects.
- Interpret federal, state and local election laws/codes.
- Research, compile, and review a wide variety of property information and legal documents.
- Establish and maintain cooperative relations with county staff, other government agencies, and the public.
- Assist in election preparations.
- Use ArcMap, G.I.S. software and D.I.M.S. election management software.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Precinct Planning Technician (in addition to the above):

- Research, review, and analyze visual, statistical, historical and related data to maintain and develop election programs.
- Clearly understand and interpret federal, state and local election codes, departmental policies/procedures, and precinct planning and mapping issues.
- Monitor staffing levels, project schedules and resources to prepare for and conduct elections.
- Train, lead and motivate permanent and temporary staff.
- Represent unit, within scope of authority, in meetings with Registrar of Voters staff, vendors, other County departments, city and county planning agencies.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Precinct Planning Technician:

1. Possession of a GIS Certificate from an accredited college or university, or recognized trade school; **OR**,
2. Possession of a college-level certificate in ArcMap or similar software (at least 12 semester units) from an accredited college or university or recognized trade school; **OR**,
3. Two (2) years of experience using GIS applications; **OR**,
4. Two (2) years of clerical experience in support of elections.

Senior Precinct Planning Technician:

Possession of a college-level certificate in ArcMap or similar software (at least 12 semester units) from an accredited college or university or recognized trade school; **AND**

1. Three (3) years of experience using GIS applications or responsible clerical experience in support of elections; **OR**,

2. Two (2) years of experience as a Precinct Planning Technician with the County of San Diego or similar classification in another county.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents may work on weeknights and weekends. Leave restrictions due to election cycle.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: December 6, 1985

Retitled: May 6, 2003 (003105) from Precinct Planning Technician II

Reviewed: Spring 2004

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Union Code: PS
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Variable Entry: N
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